
 <b>TDOT</b> Department of Transportation  <b>DEPARTMENTAL POLICY</b> State of Tennessee Department of Transportation	Policy Number : 230-19
	Effective Date: March 1, 2016
Approved By: 	Supersedes: March 16, 2008
<b>SUBJECT: On-Line Civil Engineering Master's Program</b>	

**AUTHORITY:** T.C.A. 4-3-2303, T.C.A. 8-30-202, T.C.A. 8-30-203, T.C.A. 8-30-204, T.C.A. 8-30-205 Tennessee Department of Human Resources, Attendance and Leave Policies and Procedures, Chapter 11, Rules of the Tennessee Department of Human Resources 1120-08. If, at any time, a portion of this policy and/or procedure conflicts with law or regulations with jurisdiction over the Department of Transportation, the law and/or rule shall take precedence over that portion of this policy. The remainder of this policy shall, however, not be void.

**PURPOSE:** To establish policy governing the Civil Engineering Master's Degree Program for employees within the Department of Transportation.

**APPLICATION:** Civil Engineer Employees.

**POLICY:** It shall be the policy of the Department of Transportation to provide on-line opportunities for the employees of TDOT to pursue a Master's Degree in the field of Civil Engineering through any accredited college or university as determined by the Department.

**PROCESS:**

1. Employee must have successfully completed at least one year of service with the Department.
2. Employee must have and maintain at least a "Valued" overall performance rating within the previous twelve (12) month period. If a full performance management cycle has yet to be completed, but will be completed prior to the start of the course, the supervisor must submit the most recent interim performance evaluations to show proof that the employee is on track to receive at least a "Valued" performance rating.
3. Employee's workload must permit his/her participation in the semester.
4. Employee must have acceptance into the Civil Engineering Graduate Program.
5. Employee must complete and submit the Application for Education Leave (See Appendix A), TDOT Master's Curriculum application at least sixty (60) days prior to the beginning of the class.
6. Departmental approval of all requests will be the responsibility of the TDOT Human Resources Office and must comply with all applicable State rules, regulations, and policies.
7. Employees will be notified in writing from the Human Resource Office of approval or denial of the request in a timely manner.
8. To be accepted into the Civil Engineering Master's Program an employee must contractually agree, among other terms, to employment with the Department, performing services of the nature for which training is undertaken, for a minimum of twelve (12) months or for twice the number of months of coursework completed, whichever is greater. Failure to do so will result in the employee being obligated to reimburse the Department for expenses incurred by the Department for the employee's participation in the Civil Engineering Master's Program. (See Appendix B)
9. The Department will cap expenses at the cost incurred by the Department for two (2) courses per semester, budget permitting.

<b>Policy Number: 230-19</b>
<b>Effective Date: 3-1-16</b>

10. To be accepted into the Civil Engineering Master's Program an employee must contractually authorize, among other terms, to the fullest extent allowed by applicable law, payroll deductions of the amount owed by the Department should reimbursement be due. To the extent that the reimbursement is not accomplished through payroll deductions an employee shall remit the payback balance due within forty-five (45) days, or on other terms set forth by the Department. Acceptance by the Department of a partial or untimely payment shall not change repayment terms or obligations.



## APPENDIX A

### TDOT APPLICATION FOR CE MASTERS PROGRAM

#### I. IDENTIFYING INFORMATION

1. Applicant's Name \_\_\_\_\_  
First Middle Last
2. Job Assignment:
  - a. Position Title \_\_\_\_\_
  - b. Department ID Number \_\_\_\_\_
  - c. Work Phone \_\_\_\_\_
  - d. Employee Identification Number \_\_\_\_\_
3. Service:
  - a. Total Service with Department of Transportation \_\_\_\_\_
  - b. Total Service with State of Tennessee (If Different) \_\_\_\_\_
4. Job Performance Evaluation:
  - a. Date of Last Evaluation \_\_\_\_\_
  - b. Current Overall Performance Evaluation Score \_\_\_\_\_

#### APPROVAL

\_\_\_\_\_  
Applicant's Signature Date Title

\_\_\_\_\_  
Unit Supervisor's Signature Date Title

\_\_\_\_\_  
Division/Regional Director's Signature Date Title

\_\_\_\_\_  
Commissioner's Signature Date



## **Appendix B**

### **TENNESSEE DEPARTMENT OF TRANSPORTATION EMPLOYEE OUT-SERVICE FULL-TIME TRAINING CONTRACT**

This contract made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_, by and between the Tennessee Department of Transportation, hereinafter referred to as "Employer," and \_\_\_\_\_, hereinafter referred to as "Employee."

#### **WITNESSETH:**

WHEREAS, the Employee is currently in the employ of the Employer, and

WHEREAS, the Employee desires certain out-service training to increase his/her fitness for his/her job, and

WHEREAS, The University of Tennessee has admitted the Employee to an On-line Civil Engineering Master's Degree Program for employees within the Department of Transportation for the purpose of pursuing a Master's Degree in the field of Civil Engineering, hereinafter referred to as the Educational Program;

NOW THEREFORE, in consideration of the promises and of the mutual covenants set forth herein, the parties covenant and agree as follows:

1. The Employer shall pay directly to The University of Tennessee toward the tuition for the Educational Program into which Employee has been accepted ("Tuition Assistance"). This Tuition Assistance shall be paid in installment payments as billed by The University of Tennessee for the Educational Program.
2. The Employee shall remain enrolled in the aforementioned Educational Program, barring unforeseen circumstances beyond the control of the Employee or the Employer as determined by the Employer.
3. The Employee will remain in the employment of the Employer for a minimum of twelve (12) months or for twice the number of months enrolled in classes through the Educational Program once time in the program is completed, whichever is greater, subject to the alternative arrangement stated in Items 5, 6, and 7 below.
4. The Employee shall comply with the requirements detailed in Policy Number 230-19 of the Policies and Procedures of the State of Tennessee Department of Transportation.
5. Should the Employee fail to be employed for the Employer for the required period described in Item 3 above or fail to satisfy the provisions of Items 2 and/or 4 of this Contract, the Employee shall reimburse the Employer for the Tuition Assistance listed in Item 1. The Employer shall cap reimbursement at the cost

incurred by the Employer for two (2) courses per semester. Employee agrees that the Educational Program is voluntarily undertaken by the Employee with knowledge of its repayment terms.

6. The Employee shall request and shall have an exit conference with the Employer prior to the date of his/her termination of employment at which time the Employee shall execute an installment note that sets out the repayment terms should the Employee elect not to complete the provisions of Items 2, 3, and 4 of this Contract. If the Employee fails to execute this note or to attend the exit conference remaining salary and tuition payments may be withheld by the Employer and Employee will still be liable to Employer as otherwise set out in this Contract.
7. Employee shall make any reimbursement described in Item 5 on the date of his/her termination of employment by payment of full amount due to the Employer, or pursuant to the terms of the note described in Item 6 at the election of the Employer.
8. Should it be necessary to initiate action to enforce this Contract, including the collection of any money to which the Employer is entitled under this Contract, the Employee shall pay Employer's attorney fees and all court costs and other applicable charges incurred in said proceedings.
9. The Employee or his/her estate shall not be bound by this Contract if the Educational Program is terminated prior to completion, either at the convenience of the Employer or because of death, prolonged illness, disability, or similar conditions beyond the control of the Employee, as determined by the Employer. Discharge for charges such as misconduct, unsatisfactory work, or similar causes will not automatically relieve the Employee of financial obligation.
10. Nothing in this Contract constitutes a commitment or guarantee on the part of the Employer to provide employment to the Employee for any specific period of time or duration.
11. The waiver or failure of either party to exercise, in any respect, any right provided in this Contract shall not be deemed a waiver of any other right or remedy to which the party may be entitled.
12. This contract shall be governed by and construed in accordance with the laws of the State of Tennessee. The Employee agrees that it will be subject to the exclusive jurisdiction of the courts of the State of Tennessee in actions that may arise under this Contract. The Employee acknowledges and agrees that any rights or claims against the Employer and the State of Tennessee or its employees hereunder, and any remedies arising therefrom, shall be subject to and limited to those rights and remedies, if any, available under *Tennessee Code Annotated* §§ 9-8-101 through 9-8-407.
13. If any terms and conditions of this Contract are held to be invalid or unenforceable as a matter of law, the other terms and conditions hereof shall not be affected thereby and shall remain in full force and effect. To this end, the terms and conditions of this Contract are declared severable.

14. This Contract is complete and contains the entire understanding between the parties relating to the subject matter contained herein, including all the terms and conditions of the parties' agreement. This Contract supersedes any and all prior understandings, representations, negotiations, and agreements between the parties relating hereto, whether written or oral. This Contract may be modified only by a written amendment signed by all parties hereto.
15. The Employer may terminate this Contract without cause for any reason. Said termination shall not be deemed a breach of contract by the Employer. The Employer shall give the Employee at least thirty (30) days written notice before the effective termination date. The Employee shall be entitled to compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the Employer be liable to the Employee for compensation for any service which has not been rendered. Upon such termination, the Employee shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.
16. If the Employee fails to properly perform his/her obligations under this Contract in a timely or proper manner, or if the Employee violates any terms of this Contract, the Employer shall have the right to immediately terminate the Contract and withhold payments in excess of fair compensation for completed services. Notwithstanding the above, the Employee shall not be relieved of liability to the Employer for damages sustained by virtue of any breach of this Contract by the Employee.

IN WITNESS WHEREOF, the parties have executed this Contract as of the date first written above.

**EMPLOYEE:**

\_\_\_\_\_  
Employee Signature Date

\_\_\_\_\_  
Printed Name of Employee Signatory Above

**DEPARTMENT OF TRANSPORTATION:**

\_\_\_\_\_  
Commissioner Signature Date

**Approved As To Form and Legality:**

\_\_\_\_\_  
General Counsel Date